

ASSIGNMENT 1

Textbook Assignment: "Administration," pages 1-1 through 1-21.

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| <p>1-1. When corresponding within the Department of Defense (DOD), you should use a standard letter format.</p> <ol style="list-style-type: none">1. True2. False <p>1-2. Which of the following reference sources should be used in preparing official correspondence?</p> <ol style="list-style-type: none">1. NAVSUP P-485, chapter 12. OPNAVINST 4790.2, volume 13. Navy Correspondence Manual, SECNAVINST 5216.54. Directives Issuance System, SECNAVINST 5215.1 <p>1-3. The command file copy of naval correspondence is made on what color carbon flimsy?</p> <ol style="list-style-type: none">1. White2. Yellow3. Green4. Pink <p>1-4. When should a multiple-address letter be used?</p> <ol style="list-style-type: none">1. When two or more activities are individually identified or addressed as a group2. When officials of two or more activities issue a letter concerning a particular subject3. When a letter discusses two or more subjects4. When material is needed that belongs to the directives issuance system | <p>1-5. What type of correspondence should be used to correspond with an agency or individual outside the Department of the Navy?</p> <ol style="list-style-type: none">1. Standard letter2. Business letter3. Endorsement4. Message <p>1-6. Time-sensitive or critical information may be transmitted by message using which of the following forms?</p> <ol style="list-style-type: none">1. DD 13482. DD 13423. DD 1103/A4. DD 173/2 <p>1-7. What person(s) is/are responsible directly to the Secretary of the Navy for all policies relating to the maintenance and security of all classified information within the Navy?</p> <ol style="list-style-type: none">1. All commanding officers2. Chief of Naval Operations3. Director of Naval Intelligence4. Deputy Chief of Naval Operations <p>1-8. What is the total number of categories of classification?</p> <ol style="list-style-type: none">1. Five2. Two3. Three4. Four |
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- 1-9. What requirement must a person possess in order to have access to and possession of classified information?
1. Be an officer
 2. Be a chief petty officer
 3. Be a P03 or above
 4. Be cleared for the particular security classification and have a need to know
- 1-10. When marking classified letters, office memorandums, and other papers, at what location should you place the classification?
1. At the top of the first page only
 2. At the bottom of the first page only
 3. At the top and bottom of the first page only
 4. At the top and bottom of each page
- 1-11. Reproductions or copies of classified material, in certain forms, need not have classification markings in the same manner as the originals.
1. True
 2. False
- 1-12. The classification stamp or mark on classified material must be what color?
1. Black
 2. Yellow
 3. Blue
 4. Red
- 1-13. The combination or key used to protect classified material must be changed at least how often?
1. Every month
 2. Every 6 months
 3. Every 12 months
 4. Every 24 months

- 1-14. Secret material is sent through the U.S. Postal System by which of the following means?
1. Registered mail
 2. Certified mail
 3. Priority mail
 4. First-Class Mail
- 1-15. Receipts for hand-delivered classified material should be obtained on what copy of the DD Form 1348-1?
1. copy 1
 2. copy 2
 3. copy 5
 4. copy 6
- 1-16. Items classified as controlled equipage are listed in which of the following publications?
1. NAVSUP P-437
 2. NAVSUP P-485
 3. NAVSUP P-505
 4. NAVSUP P-560

PLANT PROPERTY INCLUDES ALL NAVY-OWNED LAND, BUILDINGS, AND PERSONAL PROPERTY OF A CAPITAL NATURE LOCATED ON SHORE ACTIVITIES. IN QUESTIONS 17 THROUGH 21, SELECT THE CLASS IN COLUMN 8 THAT MATCHES THE DESCRIPTION IN COLUMN A. RESPONSES MAY BE USED MORE THAN ONCE.

| | <u>A. DESCRIPTIONS</u> | <u>B. CLASSES</u> |
|-------|--|-------------------|
| 1-17. | Buildings | 1. 1 |
| 1-18. | Land | 2. 2 |
| 1-19. | Industrial equipment costing \$5,000 or more | 3. 3 4. 4 |
| 1-20. | Navy-owned personal property of a capital nature with an acquisition cost of \$5,000 or more | |
| 1-21. | Utilities | |

- 1-22. What is the only authorized form used for reporting class 3 and class 4 plant property?
1. DD 1306
 2. DD 1342
 3. DD 1348
 4. DD 1384
- 1-23. When a new Controlled Equipage Record, NAVSUP Form 306, is required, the old NAVSUP Form 306 must be kept for what minimum number of months from the date of the last inventory?
1. 12 months
 2. 24 months
 3. 36 months
 4. 48 months
- 1-24. Controlled equipage items must be inventoried annually during which of the following periods?
1. 15 January through 15 February
 2. 15 February through 15 March
 3. 15 July through 15 August
 4. 15 September through 15 October
- 1-25. What volume of the Navy Comptroller (NAVCOMPT) Manual includes the unit identification codes (UICs) for all activities, ships, aviation units, and other organizational components of the Navy?
1. Volume 5
 2. Volume 2
 3. Volume 3
 4. Volume 4
- 1-26. What publications cover procedures for maintaining squadron OPTAR accounting records and reports under the resources management system?
1. NAVCOMPT Manual, volumes 5 and 6
 2. NAVSUP P-437 and P-485
 3. NAVSO P-3006 and P-3013
 4. NAVAIR 01-700 and 00-500A
- 1-27. What publication contains guidelines for the use of various federal catalog system and NAVSUP publications?
1. NAVSUP P-567
 2. NAVSUP P-2002
 3. NAVSUP P-4000
 4. NAVSUP P-4107
- 1-28. The distribution of the Management List-Navy (ML-N) is controlled by which of the following commands or offices?
1. ASO
 2. DLSC
 3. NAMO
 4. FMSO
- 1-29. Part III of the Consolidated Master Cross-Reference List (C-MCRL) provides what information?
1. A cross-reference from CAGEs and reference numbers to NSNs
 2. A cross-reference from NSNs to reference numbers
 3. A cross-reference from reference numbers and CAGEs to NSNs
 4. A cross-reference from NSNs to CAGEs
- 1-30. How often is the Master Repairable Item List (MRIL) distributed to all ships and shore activities that use or process repairable?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually
- 1-31. The MRIL lists the NIIN of specially designated reusable shipping containers for returning repairable components.
1. True
 2. False

1-32. Information related to safety, health, packaging, labeling, transportation, and disposal of hazardous material is provided in which of the following publications?

1. NAVSUP P-4107
2. NAVSUP P-4400
3. MRIL
4. HMIS

1-33. The LIRSH is a reference publication that should be used in conjunction with which of the following publications?

1. HMIS only
2. MRIL only
3. HMIS and MRIL
4. NAVSUP P-284

1-34. What category of material is listed in the LIRSH?

1. Hazardous items
2. Shelf-life items
3. Physical security code items
4. All of the above

1-35. The Afloat Shopping Guide (ASG) contains all except which of the following information?

1. A detailed description of each item
2. Unit price of each item listed
3. Items carried by combat logistics force (CLF) ships
4. Substitute stock numbers

1-36. Electronic and electronic equipment, federal supply class 5945, would be located in what section of the ASG?

1. Section 1
2. Section 2
3. Section 3
4. Section 4

1-37. Items listed in identification lists (ILs) provide descriptive and illustrative data to identify or select items of supply used by which of the following services?

1. Navy only
2. Army only
3. Air Force only
4. All services

1-38. NICNs are included and published by the DLSC in the ML-N.

1. True
2. False

1-39. Information on requisitioning procedures and sources of supply for cognizance symbol I material may be found in what publication?

1. NAVSUP P-2002
2. NAVSUP P-2300
3. NAVSUP P-2310
4. NAVSUP P-2330

1-40. The NAVSUP P-284, Storage and Materials Handling, is used for detailed information on all except which of the following subjects?

1. Material receipt
2. Care of supplies
3. Material issue
4. Packaging and packing

NAVSUP Publications

- A. NAVSUP P-409
- B. NAVSUP P-437
- C. NAVSUP P-484
- D. NAVSUP P-485

Figure 1A

IN ANSWERING QUESTIONS 1-41 THROUGH 1-44, REFER TO FIGURE 1A. SELECT THE NAVSUP PUBLICATION NUMBER THAT APPLIES TO EACH DESCRIPTION OF THE PUBLICATION USED AS THE QUESTION.

- 1-41. Provides basic procedures for packaging material for shipment by activities with limited packaging facilities.
1. A
 2. B
 3. C
 4. D
- 1-42. Establishes policy and procedures relative to MILSTRIP and MILSTRAP.
1. A
 2. B
 3. C
 4. D
- 1-43. Serves as a handy reference for personnel responsible for originating and processing MILSTRIP and MILSTRAP documents.
1. A
 2. B
 3. C
 4. D
- 1-44. Establishes policies for the operation and management of afloat supply departments.
1. A
 2. B
 3. C
 4. D
- 1-45. The policy and procedures for purchasing material on the open market by use of the imprest fund are outlined in what publication?
1. NAVSO P-3006
 2. NAVSO P-3013
 3. NAVSUP P-560
 4. NAVSUP P-567
- 1-46. Which of the following publications is mandatory for all aircraft carriers and amphibious assault ships using SUADPS SNAP I procedures?
1. NAVSUP P-409
 2. NAVSUP P-485
 3. NAVSUP P-560
 4. NAVSUP P-567

- 1-47. Items listed in the General Services Administration (GSA) Federal Supply Catalog are assigned what cognizance symbol?

1. 9D
2. 9G
3. 9Q
4. 9X

- 1-48. Activities desiring GSA catalogs on a continuing basis should submit an application using what form?

1. DD 1348
2. GSA 457
3. OPNAV 4790/60
4. SF 44

| ASO Publications | |
|------------------|-------|
| A. | C0001 |
| B. | C0018 |
| C. | C0030 |
| D. | P2300 |

Figure 1B

IN ANSWERING QUESTIONS 1-49 THROUGH 1-52, REFER TO FIGURE 1B. SELECT THE ASO PUBLICATION THAT FULFILLS THE PURPOSE LISTED AS THE QUESTION.

- 1-49. Assists field personnel in the proper techniques to prevent damage to RFI and retrograde materials.

1. A
2. B
3. C
4. D

- 1-50. Lists model codes used in section P2300.

1. A
2. B
3. C
4. D

- 1-51. Serves as a master reference list for identifying and requisitioning repairable assemblies under COG 7R and 2V.
1. A
 2. B
 3. C
 4. D
- 1-52. Provides a brief description of the contents of other ASO publications.
1. A
 2. B
 3. C
 4. D
- 1-53. The P2310 lists which of the following types of materials?
1. Repairable aviation parts
 2. All consumable items in the Navy inventory
 3. Catapult and arresting gear repair parts
 4. Supporting repair parts of aviation material listed in section P2300
- 1-54. The Cataloging Handbook, H4/H8, contains which of the following codes?
1. CAGE codes
 2. Fund codes
 3. Control codes
 4. Condition codes
- 1-55. You should refer to what publication to determine what repair capability an intermediate maintenance activity may have for a specific repair part?
1. CRIPL
 2. ICRL
 3. P2300
 4. P2330
- 1-56. What is the authority that allows a squadron to retain a mandatory turn-in repairable item until a replacement has been received?
1. OPNAVINST 4790.2
 2. NAVAIRINST 4790.18
 3. ICRL
 4. CRIPL
- 1-57. When an activity has a requirement for an item listed in the NAC-10, the activity may submit a requisition to what office or activity?
1. ASO
 2. Nearest NADEP
 3. The activity reporting a quantity on hand
 4. Nearest naval supply center
- 1-58. The Naval Aeronautical Publications Index (NAPI) is issued in how many parts?
1. One
 2. Five
 3. Seven
 4. Nine
- 1-59. Allowance requirements registers allowance lists, and tables of basic allowances are approved by what authority?
1. ASO
 2. NAVAIR
 3. NAVSUP
 4. OPNAV
- In answering questions 1-60 through 1-62, refer to table 1-1 in the text.
- 1-60. Repair parts peculiar to specific models of turbojet aircraft engines are listed in what series of NAVAIR 00-35?
1. QJ
 2. QL
 3. QN
 4. QP

- 1-61. What type of publication is the NAVAIR 00-35QG-016 series?
1. Cross-reference
 2. Allowance list
 3. Table of basic allowance
 4. Allowance requirements register
- 1-62. The NAVAIR 00-35QB series covers repair parts for which of the following categories of material?
1. Catapults on CVs
 2. Target aircraft
 3. Specific aircraft
 4. Airborne photographic systems
- 1-63. An illustrated parts breakdown (IPB) is printed and issued by what authority?
1. ASO
 2. NAVAIR
 3. NAVSUP
 4. NAMO
- 1-64. How many types of technical directives (TDs) are issued by NAVAIR
1. One
 2. Two
 3. Three
 4. Four
- 1-65. TDs are classified into which of the following action categories?
1. Routine and immediate only
 2. Routine and urgent only
 3. Immediate and urgent only
 4. Routine, urgent, and immediate
- 1-66. Which of the following categories of TDs is issued when there are reliability, capability, or maintainability deficiencies that, if uncorrected, could become a hazard?
1. Urgent
 2. Immediate
 3. Routine
 4. Each of the above
- 1-67. What volume of the NAMP Manual, OPNAVINST 4790.2, outlines policy and procedures for 0-level maintenance activities?
1. Volume I
 2. Volume II
 3. Volume III
 4. Volume IV
- 1-68. Information concerning force activity designators (FADs) are contained in what instruction?
1. NAVAIRINST 4790.18
 2. OPNAVINST 4614.1
 3. OPNAVINST 4790.2
 4. SECNAVINST 5212.5
- 1-69. A revision to a manual or publication consists of a set of replacement pages for the area of the manual affected by the revision.
1. True
 2. False